

## RESUME

ARUN.V

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### Professional Summary

With 09 + Years experience in the field of MM, Seeking for a challenging career in the field of Stores and Purchase activities and Material Procurement Management a motivation of developing my skills for the betterment of the growth of the company and myself and provide ample scope for the career growth.

### Academic Profile

**Diploma in Electrical and Electronics Engineering** 2017- 2019

Pee Gee Polytechnic College, ( Distance Education )  
Dharmapuri.

**BSC Electronics** 2011 - 2014

Erode Arts & Science Colleges  
Affiliated with Bharathiyar University  
Erode, Tamil Nadu

**+2** 2010 - 2011

TSS Govt. Boys Hr. Sec School  
State Board  
Dharmapuri, Tamilnadu

### Skills

- Expert In SAP MM.
- Excellent Problem solving abilities
- Inventory & Pricing controls
- Reliable & Punctual
- Sourcing and purchasing skills
- Negotiation skills
- Problem-solving
- Teamwork
- Attention to detail

### Experience

A) Bharath Fritz Werner – Foundry Division  
Hosur, Tamilnadu  
From June 2016 – Current  
**Assistant Officer**

BFW has a full-fledged foundry at Hosur. The foundry is equipped with furnaces, shot blasting equipment, sand mixing and reclamation machinery, and an in-house laboratory. The foundry produces up to 400 tons of grey iron & SG iron every month.

- Ensuring inventory levels are adequate for the business.
- Negotiating contracts with third parties and suppliers.
- Following up with suppliers concerning delivery times.

- Reporting to Senior Managers and Executives.
- Forecasting future demands.
- Reviewing proposals for competitive pricing, lead time and quality.
- Managing & coordinating with vendor for inquiries
- To meet the monthly production target, we will co ordinate with vendor & maintain the material on stock on time.
- Maintain vendor rating based on quality, Pricing, Timely delivery.
- Continuously monitoring, evaluating and improving supplier performance
- Coordinating with finance for vendor timely payments
- Negotiating price and update costs as necessary
- Delivering cost savings for the company
- Determining root cause in event of defective or unacceptable materials with relevant parties and execute corrective action
- Responsible for day to day activities in Stores and Purchase.
- Prepare demand report as per department wise
- Maintain stock ledger item code wise. Check all purchase items as per demand.
- Maintain stock based on production planning.
- Issuing materials based on reservation to production shop floor.
- Monitoring the cost and performance of major suppliers.
- Ensuring a high level of stock availability for Production
- Planning on time inventory for Production.

B) Murugan Enterprises  
Hosur, Tamilnadu  
May 2014– May 2016  
**Store In charge**

- Handling Material Receivables
- Issuing the material
- Handling GR Process
- Maintaining the stocks
- Timely reporting to Purchase Managers to managing the stock.

#### **Personal Details:**

Name	: Arun V
Date of Birth	: 05.06.1994
Father Name	: Vajjiravel K
Languages Known	: Tamil , English, Hindi, Kannada,Telgu
Marital Status	: Married

#### **Declaration:**

I do hereby declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.

Place: Hosur

Signature

(Arun.v)